



Building & Life Safety Department
Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

Burglar Alarm – Commercial Over the Counter Permit

APPLYING FOR PERMITS:

Over-the-Counter permits should be brought to the front counter of the Building & Life Safety Department.

NOTE: If you email your permit materials to building@vah.com, it will be processed under standard permit processing protocols which is 5 day processing period for residential projects.

APPLICATIONS AND FORMS REQUIRED:

The materials that you need to submit are listed below. Please fill out applications and forms completely. If materials are incomplete, illegible or lacking information, this may delay your permit processing. All materials need to be brought in on pages not larger than 11" x 17".

NOTE: If you are the home owner and doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications.

REVIEW TIMEFRAMES:

If all required materials are brought to the Building & Life Safety Department front counter properly filled out, you will be able to obtain a permit that day. This form can be found on the Village Web-site.

PROCESSING NOTIFICATIONS:

Village of Arlington Heights Contractor license number must be listed on the permit applications. If not known, they can be looked up on the Village of Arlington Heights web-site. Web address given below:

https://www.vah.com/village_services/permits_and_licenses

FEES:

The fee for buglar alarm installation is \$40.00.

INSPECTIONS:

Inspections are required; please call 847-368-5560 at least one day in advance to schedule your inspection. The permit number and project address are required when scheduling.

APPLICATIONS, FORMS AND OTHER MATERISL TO BE SUPPLIED:

Supply those items marked below to ensure your submittal is complete. Fill out all forms clearly and accurately.

Applications Required:

- Electrical Permit Application (include copy of Electrical License)

Materials to be Submitted (one set of each of the indicated items):

- Plans - fully dimensioned, scaled drawings
- Contractor's Proposal explaining the scope of work to be performed.



VILLAGE OF ARLINGTON HEIGHTS
 BUILDING & LIFE SAFETY DEPARTMENT
 33 S. Arlington Heights Rd.
 Arlington Heights, IL 60005
 Phone (847) 368-5560
 Fax (847) 368-5975
 Website: www.vah.com

APPLICATION FOR ELECTRICAL PERMIT

Indicate application type: New Application _____

Addendum _____

THE PERMIT ISSUED ON THIS APPLICATION IS AUTHORIZED ONLY FOR WORK SPECIFIED. ELECTRICIAN MUST PROVIDE COPY OF REGISTRATION WITH EACH SUBMITTAL. CONTRACTOR MUST GIVE COMPLETE INFORMATION, AS INDICATED BELOW:

DATE: _____ **ADDRESS OF WORK TO BE DONE:** _____

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____ **OWNER'S PHONE #:** _____

OWNER'S CITY: _____ **STATE:** _____ **ZIP CODE:** _____

ELECTRICAL CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S NAME: _____ **CONTRACTOR'S E-MAIL:** _____

CONTRACTOR'S PHONE #: _____ **CONTRACTOR'S CELL PHONE #:** _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S CITY: _____ **STATE:** _____ **ZIP CODE:** _____

REGISTRATION NO. AND CITY: _____

SPECIFIC SCOPE OF WORK: _____

NEW SINGLE FAMILY DWELLING	
No. of Sq. Ft.	

LIGHTING, CIRCUITS AND OUTLETS	TOTAL #
15 / 20 AMP CIRCUITS	
30 & Up AMP CIRCUITS	

POWER	TOTAL #
AIR CONDITIONERS	
APPLIANCES	
MOTORS	

ELECTRICAL SERVICE: Voltage _____ OVERHEAD UNDERGROUND 100 AMP 200 AMP 400 AMP

OTHER: _____

LOW VOLTAGE CABLING/ALARM SYSTEMS:

PHONE TV/AUDIO INTERCOM COMPUTER/NETWORK SECURITY SYSTEM FIRE ALARM
 OTHER:

SPECIAL EQUIPMENT: GENERATOR SWIMMING POOL/HOT TUB SIGN OTHER: _____

ELEVATOR: NO OF FLOORS: _____ NEW MOD PLATFORM LIFT ESCALATOR DUMBWAITER
 OTHER: _____

ELECTRICIAN or AUTHORIZED AGENT

OFFICE USE ONLY

PERMIT NO: _____ **FEE:** _____

SIGNATURE OF ELECTRICAL INSPECTOR

IMPORTANT
PLEASE READ BEFORE FILLING OUT APPLICATION

A permit must be obtained for all installations or alterations of electric equipment.

A permit must be obtained before the work is started.

Application for the permit must give the location by street and number. Locations on corners will not be accepted. The street number must be correct.

Application must be filled out in its entirety and signed by the Electrician or an Authorized agent.

Electrician must provide copy of registration with each submittal. Both Application and license / registration must be received together or neither will be accepted.

The inspection fee must be paid before a permit is issued. As this fee is based on the apparatus installed, a correct statement of such apparatus must appear on the application.

The permit issued on this application will authorize only work here applied for. If other work is done, it must be covered by additional permits or as an addendum to the existing permit.

Contractor shall not make connection to existing wiring where same is defective. In all cases the contractor installing the apparatus, in addition to existing load, shall be held responsible for any overload of service, branch mains or circuits.

No current shall be used on the apparatus installed under authority of a permit without approval of Building & Life Safety Department.

When this installation is ready to be energized, an inspection must be approved by the Electrical Inspector.